

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
Montana State Prison
MDOC Training Center
Deer Lodge, Montana
May 24th, 2016
10:00am to 2:00 p.m.**

Roll Call –CCC, Warden Douglas Fender; DCCF, Warden Tom Green; MSP, Warden Leroy Kirkegard; CCRP, Travis Harris; MCE, Gayle Lambert; MWP, Warden Joan Daly Shinnars; Director’s Office, Deputy Director Loraine Wodnik.

Via telephone conference–None

Via vision Net- None

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting,
Moved to approve the minutes– Warden Leroy Kirkegard
Seconded the motion– Warden Douglas Fender
All approved.

Welcome and introductions.

In addition to the above people, the following were present – Kurt Aughney, Christine Briscoe, Angie Carter, Demetric Godfrey, Cindy Hiner, Kari Kinyon, Michelle Morgenroth, Bob Paul, Pat Schlauch, Cecily Simons, Adrianne Slaughter, Paul Szczepaniak ,Tricia Ayers-Weis, Connie Winner.

Legislative and Management Team Updates– Deputy Director Loraine Wodnik

The MDOC is getting the EPP process ready for the next legislative session. The Department has put in our budget requests. The budget requests have gone from 3 pages down to 1 now. Loraine stated that she thinks that the Department is going to have a very lean session. The Department continues to seek peace officers status for the investigators. Riverside and Pine Hills do not have a clear definition in statute so we are starting to draft the language to broaden the definition of State prisons and revise the youth privacy act. There are also some changes we are seeking to allow us more discretion for the DOC commits.

All of our facilities are full and it is a never ending challenge. We are continuing to look at this. The parole division is realigning their areas. The Regions will be re aligned as of July 1st. The department is going to make a transition office to help with the overcrowding in the county jails. Warden Kirkegard offered if anyone wants a map of the new districts to let Sally know and she will get it to you.

We are moving right along with the PREA audits and CCC was the first to receive their accreditation. MWP has completed theirs, the audit at MSP is going on this week. Loraine also acknowledged there have been a lot of changes in the last couple years. Personnel wise it has been a big shift and there is wave of staff still eligible to retire.

Division Updates –Warden Leroy Kirkegard

The pilot project, of taking offenders from 18 to 25 years old in at Pine Hills, is going good. Riverside is now taking female youthful offenders. MSP is still down 17 officers. Medical has had a lot of offenders that are severely ill. The PREA audit started today. The lead auditor is from the Oregon Attorney General's office. Pat Sheehan has been having things fixed as the auditors have been bringing them to our attention. Associate Warden Wilson will be teaching the philosophy of reentry across the state. Amy Barton is the MSP PIO/VIO and if you have any questions for her, don't hesitate to ask. On Thursday May 26th, Leonard Mihelich is retiring and Jim Salmonsens will be taking over his job duties. Leonard and Jims positions will be combined into one.

Discussion of Inmate Release & Travel Funds- Kurt Aughney & Angie Carter

Angie Carter wanted to thank CCC's IPPO's and the CCC staff as they have been helping with setting up the requirements for the release funds. Travel assistance is where they usually hit a snag. If an offender had less than 10 dollars they were allowed up to \$100 out of the gate money. Kurt Aughney stated that indigent status was only if the offender has been indigent more than 30 days. Occasionally the costs for out of state releases would come out of the global fund also. Warden Fender commented that there was a lot of debate over when the assistance comes. The assistance is supposed to go directly to the providers such as landlords, treatment providers, etc. Transportation costs will now be going under the global fund. The gate money will help with the release assistance for food and miscellaneous items.

Warden Kirkegard wanted to know if they buy the bus tickets directly through the IWF global funds. The answer was the IPPO's are paying with their Pro Cards and those costs/receipts will be charged back to the IWF global funds. Warden Kirkegard said that whenever possible we should have the offenders families pick them up. Pat Schlauch commented one of the problems is keeping track and receiving the receipts for these charges. IPPO's will need to document this well on the Pro Card logs and attach the receipts.

Pat asked Kurt to clarify for all, will this be spelled out clearly in policy 1.2. 12 and the form put in as an attachment?

Kurt replied, yes that Michele Morgenroth will be working on a draft for all of this.

Discussion of Inmate Compensation- Michele Morgenroth

The committee met in April on inmate compensation. Warden Fender said the CCA contract requires so many offenders in job assignments. He asked is there a way can make it more incentive based. Michele stated that there were different incentives that the committee said they could give out for Life Skills and the GED/HiSET. The committee had not chosen anything but stated that it would have to be equitable. Other things to consider would be to make sure it would work for offenders with disabilities. Warden Kirkegard and Pat Smith asked if the committee discussed the treatment program. They had not worked through it that far. Warden Kirkegard suggested to have one more meeting with just the Wardens, even a phone conference to discuss the inmate compensation. Michele said she will set up a meeting in June.

Inmate Property & Canteen Reviews- Warden Kirkegard

Warden Kirkegard stated that he thought every couple months the security chiefs could get together for the inmate property and canteen reviews. Not everyone wanted to do this and it has been a struggle in the communication process. Warden Kirkegard says we are in the process trying to make it a better process and will continue to try to get something that works.

Suggestions for the canteen were to allow 3 different varieties of meat. Warden Kirkegard asked if there was a problem allowing the different varieties of Raman noodles. All agreed that the canteen could rotate the varieties of these products from time to time like they do for candy bars as long as the limits stayed the same. Another change was grape drink put on for religious reasons. Connie Winner was concerned with the sugar intake. The drink packets are supposed to be sugar free. The

offender would have to show that he is designated for the religion that it was put in place for. Canteen will control these. A list of religious items and issues was presented to the PIB members for consideration by the RIC committee. No one had any issues with the items presented.

Warden Fender motion to approve all of the above

Warden Green – second the motion

All approved.

Warden Daly-Shinners stated that she has a list of suggestions the women offenders would like to see. The list of things the female offenders want was Q-tips, hair clips, body wash, instant rice, Splenda and hair color. Pat Smith stated that when we started making the property consistent, we lined out the list that all facilities would use. A few of the products are gender specific, but all had agreed to keep this list very small due to equity issues. Pat suggested on this list of items that MWP inmates would have to wait till the next year when we go through the annual process as the policy dictates. All agreed.

One consistent problem that was brought up is not being able to order the small portable radios. The reason they were taken off the canteen list was because the mp3 players were being introduced. They were supposed to have the radio as an option. Travis Harris stated that it would be easier/cheaper for all inmates to purchase the small portable radios. Pat Smith said that the regional prisons also use these for the cellblock TV systems, so that the cell blocks remained quiet and calmer. All the facilities were interested in looking into getting the small clear portable AM/FM radios back onto the canteen list. Warden Fender suggested that they might want to wait until the tablet discussion is done, but others mentioned that may take a while. Warden Kirkegard did not have any issues with it. Gayle said that she would research what was available and get it to the group. If everyone liked whatever radio she finds, we could put it out to an e-mail vote to see if the radios go back on canteen.

Roundtable Discussion on Inmate/Facility Issues

Budget- Pat Schlauch

Pat Schlauch wanted to inform everyone that Budget Division is having their yearly financial compliance audit. MCE was audited this week and MSP will be the next one on the list. He also stated with the EPP process that it is down to one page and is very basic stuff for the session. During the last session it did not look good for budget requests, but in the long run it did not turn out as bad as we thought.

He wanted everyone to know with the Medicaid expansion law, and the change in our claims processor it has been a little bit bumpy with Xerox making the payments. It is going to be 6 months before we get everything straightened out. The heaviest problems should be over by now.

DCCF – Warden Tom Green

Warden Green stated that DCCF is having a hard time finding a LAC for the CD and horse program. The green house is up and running for the year. Warden Green said it has been a little difficult with staff turnovers and that they are down to 6 original staff members from when the Dawson County Correctional Facility opened.

CCC- Warden Douglas Fender

CCC has 20 vacancies. Reasons for the staff shortages are school, family and the military. CCC is trying to recruit more staff, but it is still a struggle and they have 8 staff from other facilities and lots of overtime. Medical care for the offenders has been hitting the CCC facility hard. In recent weeks CCC has required two life flights for medical issues. The facility is in the process of interviewing for the mental health position. Cecily Simon is going to be CCC's new quality assurance manager. She has been in her current position for 17 years.

Investigations – Paul Szczepaniak

Patrick Martin was hired Investigations to replace Diane Jacobs, who retired. Investigations has about 80 cases so far this year, which looks like it is going to exceed what we had last year. The incident report program will go out to command post for testing first and then the regional facilities once IT is ready with the program.

MSP- Warden Leroy Kirkegard

Charges were filed on a former employee for bringing in drugs at MSP. Patrick Sheehan is finalizing the new locked housing policy. Max custody levels will go from 0 up to 5. Pat Smith stated within the 5 levels of Maximum Custody, the first few levels should still be able to work at the other facilities. A new recreation yard is being built on the high side. There has been a lot of work going on with the new lighting projects at MSP. There have been a lot of requests by Native Americans to come in MSP for the sweats. The Rocky Mountain Council has invited the Warden to give a presentation to the Native Americans. The PREA policies are also about ready to be published.

Montana's Women's Prison – AW Bob Paul/ Joan Daly Shinnors

MWP is doing a lot of projects facility wide. MCE has been building cabinets for MWP that are almost done. There will be painting and roofing projects in the fall. The new exterior lights at MWP are being installed. The camera and maintenance agreement is up to date. MWP is part of the City/County emergency preparedness training that takes place every two years and this year will deal with an anthrax introduction. There have been some issues with gophers on the campus. MCE has also built some planter boxes for MWP.

Joan stated that they are planting sage as part of a State cooperative work program. Correctional officer week was two weeks ago and it went well. The DNRC will be sending a crew of 6 female offenders out on fires. The PREA compliance audit is finished. MWP reviewed the grievances for the year. All but 6 offenders at the Montana's Woman's Prison have their Reentry plan. Of all the offenders that have went out with reentry plan only 2 have come back from the community. The other 58 have left and not returned. Officer McCracken has passed away unexpectedly.

GFRP- Travis Harris

Great Falls is down 5 officers and is still actively recruiting. Great Falls is still short a LAC and Hi Set teacher and are still actively recruiting. Great Falls is replacing the grout in all of the showers on the pods. Officer Leneham went to the NWGA STG conference. It was very informative. If you need additional gang information, please get a hold of our contract monitors at our regional facilities and they can share the information.

GFRP – Demetric Godfrey

Demetric Godfrey had concerns about the ongoing inaccurate treatment list. Pat Smith stated that if there are still problems with the list that you need to let Dawn Potvin in the treatment unit know. She is still learning this new position but she should be able to fix any issues you find. Demetric also stated that Great Falls has had an increase in medical grievances lately. They are probably related to a change of medical staff and their learning curves.

Quality Assurance - Kurt Aughney

The PREA audits have been going good. This week was at Montana State Prison. Montana's Woman's Prison is done. The TSCTC will be in the following days. In June all three of our youth facilities will be audited. All facilities should be done by the end of August. Security audits will start up again late summer or early fall.

Medical – Connie Winner

Connie stated that they are still working on Medicaid issues. IT is working on putting Medicaid information into OMIS. There are lots of questions on what forms to use when filling out Medicaid paperwork. All medical claims need to be on a Medicaid

form and her staff will help with any training issues. The regional facilities need to make sure the MDOC managed care nurses are kept in the loop.

The MSP infirmary has had an increase of offenders with critical care medical issues. Medical parole is being looked at for some offenders. Offenders that are sex offenders have a hard time being placed in the community on medical parole. Medical is in the process of working on the Hep-C policy. Hep-C treatment is very expensive and offenders need to change their lifestyles for the treatment to work. The infirmary has started developing a basic medical issues form to use and the documents can follow the inmates from facility to facility. Dr. Rantz has been hired to review charts and files. The next annual medical meeting is scheduled for October and they will send out agendas beforehand.

CPB - Pat Smith

Pat reminded everyone that the next Emergency Preparedness meeting will be Sept 7th & 8th in Lewistown. Mr. Vaught will send out a notice and agenda to the EP coordinators.

Facilities Presentations of FY17 IWF Budgets- Administrators & Angie Carter

IWF Budgets;

MSP budget-The biggest budget is for \$189,449. On last year's budget a food handout was listed at 8 dollars and it should have been put in at \$8000. This had to be corrected for this year's budget. The total requested budget is for \$194,849.

Warden Douglas Fender – motion to approve

Warden Tom Green - second the motion

All Approved

MWP budget-Montana Women's Prison said they had to adjust a few items and explained those. The MWP requested budget expense is \$69,393.25

Warden Leroy Kirkegard – motion to approve

Warden Douglas Fender–Second the motion

All Approved

Warden Kirkegard wanted to remind everyone to make sure all the signatures are on the requests before they are all processed.

Great Falls Regional Prison budget

Great Falls requested budget was \$50,925.

There were a few adjustments discussed and answered.

Warden Leroy Kirkegard – motion to approve

Warden Tom Green- Second the motion

All Approved

DCCF Budget – DCCF budget has went up \$3,450 up from last year. There was discussion on what has gone up and why the differences in revenue between facilities. It was explained by Warden Green and the fiscal staff. Warden Green said he has explained to the inmates at Dawson that they may have to reduce expenses in the coming years.

DCCF requested budget is \$38,750

Warden Douglas Fender – motion to approve

Warden Leroy Kirkegard – second the motion

All approved

CCA - Budget

Warden Fender stated that they are trying to change the TV system. Four vendors have given CCA there quotes. If this happens the cost will go from \$16000 to \$21000.

Amount requesting \$137,131

Warden Leroy Kirkegard – motion to approve

Warden Tom Green – second the motion

All Approved

IWF accounts & global fund updates, quarterly requests, funding reviews, and new business – Angie Carter

Pat Schlauch wanted know if anyone had any updates on the phone commissions. The answer was the new FCC rates and rules are on hold legally until August. It was also asked how the phone RFP was coming along and Pat Schlauch said he would check and see where we were and get back to the group. Pat Smith stated that we need to make sure the RFP stays on track as the other facilities are waiting on us with their contracts so the sooner the better.

Angie stated the broke down month expenses should match your budgets and IWF requests

NEW Requests;

CCC requests

1. Requesting \$2555.85 to start up an inmate Braille program and equipment. The startup for this would be 3 computers, monitors, keyboards and equipment. In the first year the program would entail about 6 offenders. In order to take this course the inmates need to have high school diplomas. The first course would be about a yearlong and requires teaching the inmates Braille.

The second phase would be to convert English to Braille and then the next phase would be to print it out to Braille. The machine would be about \$18,000. It is all supported by the School for the Deaf and Blind in Great Falls. There would be a need for a teacher to teach this program as it progresses. Pat Smith asked if it was going to be a paid position and Warden Fender said yes he would like it to be.

Warden Leroy Kirkegard – motion to approve

Warden Tom Green –Second the Motion

All approved

CCC

2. Requesting \$4306.60 for a library inventory program for the chapel at CCC. The inventory at CCC has expanded and it has over 3000 titles of books and videos. They need a computer with the inventory system and a cart to house it. The computer and equipment will need to have an ITPR done.

Travis Harris – motion to approve

Warden Joan Daly Shinnars- second the motion

All approved

CCC

3. This next request is for \$1701.45 and is for a furniture making program. CCC takes the fence post that are donated to them and that are the wrong heights, cut off ends etc. and will use them in their wood working program. This is for supplies and tools.

Warden Leroy Kirkegard – motion to approve.

Travis Harris – Second the motion

All Approved

No other requests were presented by the other facilities.

Public Comment Period- None Present

Other Security/Confidential issues if needed

The next PIB meeting will tentatively be held on September 13, 2016 at the Montana Women's Prison. Exact times and the agenda will be distributed at least one week before the next meeting.